

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-15

OPEN TO: All Interested U.S. Citizen Candidates

POSITION: RSO Administrative Assistant

OPENING DATE: March 5, 2015

CLOSING DATE: March 19, 2015

WORK HOURS: Part-Time/ up to 30 hours per week

LENGTH OF HIRE: Temporary position not to exceed two years from the date of hire.

DESIRED STARTING DATE: August 2015

SALARY:

Ordinarily Resident: Full Performance EUR 16 276 (starting annual salary/full time)
(Position Grade: FSN-6)

***Not-Ordinarily Resident (EFM/MOH):** Full Performance \$ 36,353 (starting annual Salary/full time) (*Position Grade: FP- 8, final grade to be confirmed by EUR/EX Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bratislava is seeking a US Citizen for employment in country for the position of Administrative Assistant in the RSO Section.

BASIC FUNCTION OF POSITION

The incumbent serves as the secretary for the Regional Security Office (RSO). Incumbent answers the RSO phones, maintains files, assists with Access Control Program, and keeps a daily schedule of all events in the RSO Section. Incumbent operates Post's Identification/Badging system. The incumbent is responsible for care and maintenance of chemical/biological equipment, oversees the coordination of the chemical/biological program, and assists with the refresher training for the post personnel. Incumbent reports any anomalies to the RSO.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

Contact Alena Kociskova or Monika Bilikova at ext. 3019, 3231.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** High school required.
2. **Prior Work Experience:** Minimum of one year of previous experience in security or military.
3. **Language Proficiency:** English IV (fluent)
4. **Job Knowledge:** Must have a basic knowledge of State Department security procedures and regulations.
5. **Skills and Abilities:** Must be able to obtain a Top Secret clearance before employment begins. Must be alert and attentive, and willing to work overtime and in inclement weather.
6. **Top Secret Clearance:** Top Secret

SELECTION PROCESS

- 1 When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore it is essential that the candidate address the required qualifications above in the application.
- 2 After an initial application screening, qualified applicants will be invited to an oral interview, which may include a language testing.
- 3 Acknowledgements will be sent only to short-listed candidates.

ADDITIONAL SELECTION CRITERIA

1. Management will consider issues such as conflict of interest, nepotism, and budget implications and residency status in determining successful candidacy.
2. Current employees serving a probationary period are ineligible to apply.
3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) schedule.
5. All position selections are made consistent with the State Department's Non-Discrimination Policy to not discriminate among applicants for employment on the basis of race, color, religion, sex, national origin, handicap, age or sexual orientation.

TO APPLY

Interested applicants for this position must submit by the "CLOSING DATE" the following (application forms are available in HRO):

1. Application for U.S. Federal Employment (SF-171 or OF-612 or DS-174); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, evaluation reports, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Note 1: If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the form DS-174. Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work

- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth (not mandatory)
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

By mail: Human Resources Office
U.S. Embassy, P.O. Box 309
814 99 Bratislava

By e-mail: HROBratislava@state.gov

POINT OF CONTACT

Telephone: 02/5922 3231, Monika Bilikova
02/5922 3019, Alena Kociskova

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring,

stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority.
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or,
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: March 19, 2015

The U.S. Mission in Bratislava provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The

Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: Ken Meyer, Management Officer